

### **LIBRARY ASSOCIATE III**

#### **PURPOSE AND NATURE OF WORK**

Positions in this class involve highly specialized library work of a managerial or administrative nature. Work performed by incumbents in this class includes supervising material acquisition, maintaining operation of interlibrary loan services, and supervising outreach operations. Positions in this class supervise a small number of library technical assistants in a library section.

**ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)**

Supervises and participates in the library materials acquisitions process. Selects vendors and places orders. Supervises the de-acquisition (discarding) process, including related database maintenance. Creates new collection codes and performs related duties in ensuring database integrity.

Supervises the Interlibrary Loan (ILL) function. Resolves problems with overdue materials and patron requests. Keeps statistics. Assists library patrons in using the online catalog and electronic informational resources. Answers reference questions in person and over the phone. Fills requests for specific items.

Supervises and participates in library service to nursery schools, day care centers, nursing homes, homebound patrons, senior citizen apartments, the Juvenile Detention Home and special schools. Selects books for outreach, and assists patrons with reading choices. Searches for requested materials. Schedules delivery routes, and occasionally drives library vehicle.

Performs related work as required.

#### **NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS**

Knowledge of standard library practices, policies, procedures and equipment.

Knowledge of purchasing procedures, and familiarity with different publishers.

Knowledge of library research techniques and familiarity with reference tools.

Knowledge of library-related computer databases.

Ability to communicate effectively, both orally and in writing, to children and adults.

Ability to maintain effective working relationships with subordinates, colleagues and the public.

#### **DESIRABLE TRAINING AND EXPERIENCE**

Bachelor's degree which included coursework in library science, and experience working in a library or bookstore setting, including supervisory experience; or any equivalent combination of training and experience.